

University of Evansville
OFFICE OF FISCAL AFFAIRS & ADMINISTRATION

Cash Reimbursement and Cash Advance Policy

Effective Date

November 1, 2025

Purpose

This policy establishes the procedures and documentation requirements for both cash reimbursements and cash advances. Its purpose is to ensure that all transactions are properly supported and compliant with internal audit standards.

Cash Reimbursements

All cash reimbursements must be requested through the Self-Service portal by submitting a payment request. Each request must include valid proof of payment to be processed. Please note that handwritten notes and/or emails stating that a purchase was made with cash **do not** qualify as sufficient proof of payment and will not be accepted. Reimbursements for expenses paid with cash will only be issued when proper documentation is provided.

Procedural Steps for Cash Advances

Step 1: *Submit a Payment Request*

- Log into Self-Service and initiate a Payment Request - Specify that it is for a Cash Advance
- Person receiving the cash advance will be added as the Vendor

Step 2: *Provide Supporting Documentation*

- Include a written explanation of why the cash is needed
- If the cash is for meal stipends, attach a list of:
 - All individuals receiving funds
 - The exact amount each person will receive

Step 3: *Choose Payment Method*

- Direct Deposit: Funds will be deposited into the requestor's personal bank account
 - The requestor must withdraw the funds and distribute them to the appropriate individuals
- Paper Check: Can be issued only if specifically requested
 - Note: Paper checks cannot be cashed through Student Financial Service

Step 4: *Complete an Advance Report*

- After funds are used, complete an [Advance Report](#) and submit it to the Office of Fiscal Affairs. The Advance Report must include:
 - A breakdown of how the cash was spent
 - Receipts for all expenditures

Step 5: *Additional Documentation for Meal Stipends*

- Each individual who received cash must sign a statement confirming receipt of the funds

Step 6: *Return Unused Funds*

- Any unspent cash must be returned to the university using a Transmittal Form
- Transmittal Forms can be found in UE Self Service using the drop-down menu to the left of the screen showing "Home" – UE Forms – Employees – My Transmittal Receipts